

## Kentucky Historical Society Field Trip Checklist

### **BEFORE YOUR VISIT:**

- ☐ Print out drop-off and parking map and give to bus driver(s)
- ☐ Print out “A Kentucky Journey” Scavenger Hunt if you are doing this activity
- ☐ Print out day’s itinerary

### **DAY OF YOUR VISIT:**

- ☐ Call if you are expecting to arrive late: 502-564-1792
- ☐ Give drop-off/parking map to bus driver(s)
- ☐ Bring “A Kentucky Journey” Scavenger Hunt sheets
- ☐ Bring pencils for student use
- ☐ Bring payment (cash, check made to the Kentucky Historical Society, MasterCard, Visa or purchase order)
- ☐ Have this information ready when you check in and pay:
  - ☐ Number of students and adults in group
  - ☐ Whether group will be completing scavenger hunts
  - ☐ Whether group plans on visiting the gift shop
  - ☐ Whether group is planning on having lunch on the premises (the desk will let you know what available space we have and where to set down your lunches)
- ☐ Pick up a field trip evaluation form
- ☐ Complete the evaluation form and leave it with us, or [complete it online](#) after you return to your school.